

Special Conditions, Disabilities, Allergies, or Medical Information for Emergency Situations:



Wake Harvest Program Application

Program: _____

Parent/Guardian #1 Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date of Birth: _____ Driver's License No. & State Issued: _____ Occupation: _____

Employer Name, Number & Address: _____

Race: _____ Ethnicity: _____

Wake Harvest is an equal opportunity organization. Race and Ethnicity is strictly used for gathering data.

Have you ever been convicted of a crime? YES NO

If yes, explain: _____

Parent/Guardian #2 Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date of Birth: _____ Driver's License No. & State Issued: _____ Occupation: _____

Employer Name, Number, & Address: _____

Race: _____ Ethnicity: _____

Wake Harvest is an equal opportunity organization. Race and Ethnicity is strictly used for gathering data.

Have you ever been convicted of a crime? YES NO

If yes, explain: _____

Student Information

Full Name: _____ Gender: _____

DOB: _____ Grade/School: _____

Allergies: _____ Special Needs: _____

Full Name: _____ Gender: _____

DOB: _____ Grade/School: _____

Allergies: _____ Special Needs: _____

Full Name: _____ Gender: _____

DOB: _____ Grade/School: _____

Allergies: _____ Special Needs: _____

EMERGENCY CONTACT

Name: _____ Phone: _____

Address: _____ Relationship: _____

Persons Authorized To Pick Child Up

Name: _____ Phone: _____

Address: _____ Relationship: _____

Name: _____ Phone: _____

Address: _____ Relationship: _____

Attendance Plan

Please select the programs you are interested in:

- Before School Program (Drop off 7am-7:45am)
- Youth Mentorship Program (3rd Saturdays, 11am-12:30pm | No event Nov, Dec)
- Summer Camp (M-F* | 7:30a-5p)

- After-School Program (P/U: 5pm | 6pm)
- Teacher Workday/Holiday Camps (8a-5p)
- Other Programs (Breakfast Club, CROP Program, Youth Development, etc.)

Dates: _____

Are you interested in volunteering? YES NO

Are you interested in being a Mentor? YES NO

If yes, please provide your SSN: _____
(Must pass background check to qualify)



General Information

Wake Harvest

Wake Harvest is a youth mentorship and development organization created by JRV Consulting, LLC. This program is designed to positively influence the lives of the youth in our community. The before/after-school programs and day camp Programs are an extension of Wake Harvest.

Hours of Operation

Before School Hours: M – F | Open at 7am
After-School Hours: M – F | Close at 6pm
Day Camp Hours: Teacher Workdays | 8am – 5pm
Summer Camp Hours: M – F | 8am – 5pm

Registration Requirements

There is a one-time \$25 registration fee per child.
Registration is open for children ages 4 – 18. Children with minor special needs will be considered on an individual basis.
All enrollment forms must be completed in full before your child attends.
One week tuition per child is due at the time of registration.
For Summer Camp Only: \$25 per week, per child, is due upon enrollment to reserve your child's spot in multiple camp weeks.

Facilities

Our center (aka clubhouse) address is **3331 Blue Ridge Road, Raleigh, NC 27612**. We are located on St. Paul's Christian Church campus.

Health and Safety

Records

All student files are electronically stored in our Procure system.

COVID-19

In response to COVID-19 Wake Harvest Team members sanitize high-traffic areas and commonly used surfaces daily. All Campers are required to follow proper hand hygiene throughout each day.

Illness

Illness is difficult for working parents, but these policies are intended to protect all children from catching the many infections that can spread. We ask that you help your child's program director by not sending your child to camp when they are not feeling well. A sick child is to be cared for at home. If your child develops a fever (of 100.3 or above) or has other signs or symptoms of sickness (such as diarrhea, vomiting, pink eye or rash) please keep your child home to prevent causing other children to get sick. If your child develops a fever or any signs of sickness, our team will notify you to pick up your child as soon as possible or at least within 1 hour.

Injury

We foster a safe environment for all students and take pride in keeping a fun and controlled atmosphere. Wake Harvest is not held liable if a child is injured while participating in WH programs.

Medications

Please ensure your child's medication is given prior to arriving to camp for the day. We prefer to avoid medication being dispensed by our team.

Emergency Treatment

If an emergency arises, this form is used to give consent to emergency medical treatment if the parents/guardians cannot be contacted.

Release of Children

Your child will only be released to anyone listed as an authorized pickup person on the enrollment form. Suitable forms of identification may be required of persons other than parents who are picking up children. Please update the list if any change needs to be made.

Meals and Snacks

Please be sure your child has eaten breakfast before they arrive. We ask parents to provide children with a nutritious lunch and snacks. These should not require refrigeration or heating; however, a refrigerator and microwave are available. Additional snacks (2 daily) and water will also be provided.

Clothing and Personal Items

Please ensure your child is dressed appropriately. Dress should be such that your child may enjoy running, climbing, working with arts and craft materials without worry. No open toed shoes or sandals allowed during field trips.

Bullying Policy

We are a zero tolerance for bullying program. Note: any child suspended for behavior or disciplinary reasons will still be billed.

Discipline Guidelines

We feel positive reinforcement produces desired behavior. Our goal is to do what is in the best interest of the child, and to work very closely with each child and his/her guardians. We want to help children develop physically, socially, emotionally, and intellectually in a wholesome positive atmosphere that is safe and orderly.

A positive approach with emphasis on self-control and positive self-image will be used to discipline children. Techniques of discipline include talking to the child to make sure he/she understands what is expected of him/her; offering alternatives; praise and reward; and keeping communications open between parent, child, and staff.

Children shall not be subjected to discipline, which is severe, humiliating, or frightening. Discipline shall not be associated with food. Spanking or any other form of physical punishment is prohibited.

Discipline must always be done with dignity, keeping in mind the feelings, emotions, needs and values of the child and Wake Harvest.

Negative consequences for misconduct are necessary to help children understand that they must obey their teacher and stay within the limits he/she sets for his/her children.

Positive reinforcements are needed for children as well for appropriate behavior. This helps children focus on good conduct.

Steps for Inappropriate Behavior

- A. Verbal Warning
- B. Practice sitting-Cool down time.
- C. One or more of the following may be used:
 1. Loss of a privilege such as free play, special activity, etc.
 2. Written up on incident report and kept in child's file.
 3. Comments on parent's daily report form/Informing parents
 4. Letter to parents informing them of continued conduct and asking them for help.
 5. Conference with parents

***Both teacher and parents share in the responsibility to modify behaviors. ***

6. 1 day suspension
7. 2 day suspension

D. NOTE:

In case of serious misconduct steps 1-7 may be bypassed.

Wake Harvest will not tolerate firearms or weapons of any kind.

Children suspended for behavioral or disciplinary reasons will still be billed during their suspension period.

Subject to change without notification.

Special Needs Support

At Wake Harvest, we provide one-on-one support and two-to-one support for children with special needs.

Your child may benefit from working with a support specialist if they:

- have special needs that require assistance
- struggle with behavioral challenges
- lack impulse control
- have a hard time keeping their hands to themselves
- live with learning disabilities
- are non-verbal
- or have other challenges

Miscellaneous Information

Photo Release

Photos and videos are used in publications, news releases, online, and other publications. Please inform your camp director if you do not want photos or videos of your child to be used. Your signature approves the use of all media containing your child.

Field Trips

By signing this handbook and/or the application you are permitting your child to participate in field trips while in our care, whether communicated prior or scheduled spontaneously.

Transportation

Before/After-School Programs: WH provides transportation to and from schools within a 5-mile radius. Guardians are responsible for covering additional transportation fees for schools outside of the 5-mile vicinity. \$0.58/per mile, each way. No additional fees will be charged for field trip transportation.

Weapons

Weapons of any kind (firearms, guns, knives, etc.) are not permitted on property. If a child is found possessing a weapon, the parent will be called immediately, and the child must be picked up. Repeated offenses will be cause for suspension or dismissal from WH.

Inclement Weather

In the event of a weather emergency, we will implement center closing procedures at the discretion of the Director. We typically abide by the same guidelines as WCPSS.

Child vacation and sick days

Please notify WH as soon as possible if a child will be absent.

Note

Beginning on the day your child is enrolled and ending at the time of withdrawal, tuition must be paid for every week of enrollment whether your child attends or not.

There may be other extenuating circumstances where a parent/guardian may be charged while the child is removed because of a failure to comply with WH regulations.

Delinquent Payment

Payment is due Friday two weeks prior to the week of attendance. Payments made after 9am on the following Monday will be charged a \$25 late fee. Please note: a \$25 late fee is added **every** Monday for every week an account is past due.

NSF Checks

There will be a \$35 charge for each check written to WH and returned for insufficient funds. The fee will be billed to the parents' account. Wake Harvest will only accept Procure payments, cash payments, money orders, or cashier's checks from the client from the time the first insufficient funds check was written.

Financial Information

Tax Information

JRV Consulting, LLC DBA Wake Harvest EIN: 82-0726279
3331 Blue Ridge Road, Raleigh, NC 27612

Tuition

There is a \$25 registration fee per child.

At least one week tuition payment per child is due upon enrollment, unless otherwise agreed upon. Weekly, bi-weekly, and monthly payment options are available. Weekly payments are due 2 weeks prior to the week of attendance.

Payment options:

1. Procure System: Pay directly through the invoice payment portal.
2. Venmo: Please send your payment to username @jmr7. The name will appear as Jessica Rivera.
2. Zelle: Please send your payment using email info@wakeharvest.com.
3. Check: Please make checks payable to Wake Harvest.

Late Pick Up

\$3 FOR THE FIRST MINUTE, \$1 PER MINUTE AFTER, PER CHILD will be charged and added to the parents' account in the event of late pick up.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. By signing, I am acknowledging I agree to abide by the rules, policies, and procedures within the WH Family Handbook in the following pages. A copy will always be available upon request.

Signature: _____ Date: _____

Print Name: _____